



Villiers Plan and Procedures for Return to School (v.4) August 25th 2021

The following procedures are being put in place to minimise the risk of Covid-19 in the Villiers School community. All members of the school community are required to respect and adhere to these measures in order to mitigate against the risks of Covid-19. Our procedures have been developed using public health guidance and the Department of Education Roadmap for the Full Return to School. We will continually evaluate our procedures in accordance with both the most up to date guidance available and the practicalities of the strategies we are employing.

Physical Changes to Campus

In 2020, in consultation with a team of health and safety consultants and engineers, we made many physical changes to the school campus, as a result of Covid-19. We repurposed some classrooms as an additional boarding house for boys, refurbished some boarding bathrooms, added seating areas for boarders, and installed bright, modern, modular classrooms beside the hockey pitch, providing us with eight new larger and well-ventilated / airy classrooms.

Hand sanitisers are in place outside every classroom and dormitory and at all points of entry and exit to school buildings.

Health and safety posters and displays are located throughout the campus.

Floor markings for physical distancing and directional arrows are in place at various locations throughout the school where queueing may be necessary.

For safety reasons, and in accordance with Department of Education advice, all of our water fountains and drinking water taps continue to be closed and students are required to bring their own water supplies. Boarders will continue to be facilitated to have water bottles refilled each morning and evening.

Due to ongoing restrictions on visitors to schools, we are unable to accept parents or visitors for walk-in. The window in Reception has been modified to include a drop off hatch. In the

rare circumstances where visiting the school in person is essential, an appointment must be made in advance and a contact tracing form completed.

A designated isolation area has been identified for any student displaying symptoms of Covid-19, who is awaiting collection by a parent / guardian.

Perspex screens have been installed in several locations, particularly in office spaces and where food is being served.

Further physical changes to campus have been made during the summer of 2021 and include a facelift to the senior café, installation of additional book lockers to allow us to allocate lockers to a greater number of students safely, and significant upgrades to the senior boys' and girls' dormitories, which will further facilitate physical distancing.

We are also making changes to assigned classrooms to facilitate physical distancing, especially in the practical subject area. The new room 27, located in "The Pods", is being taken over by Mr. Jones and Mr. Browne, primarily for students who study Technical Graphics (TG) and Design and Communication Graphics (DCG).

We have added new bike racks and shelters, which should make it easier for students who bike to school.

Boarding students can also look forward to an upgraded common room area in the basement, which is being refurbished currently.

CO₂ monitors have been ordered from the Department of Education and will be installed in many of our classrooms.

Arrival and Departure

Our students come from a wide geographical area and traditionally arrive at different times in the morning and leave at different times in the evening due to their participation in various extra-curricular activities. We expect that this organic dispersed arrival and departure model will continue in the year ahead and thus, for now, we are not specifying arrival times and departure times, as to do so could delay the commencement of class or necessitate an early finish, both of which we wish to avoid if possible. This decision will continue to be closely monitored and is subject to review should we have concerns in relation to congestion.

Boarders are already in school, and other students come at a variety of times, using a variety of transportation modes, including buses, cars, bicycles and by foot. We encourage those who can travel to school by bicycle or on foot to do so. Our new bike racks and shelters should facilitate this.

All students are required to proceed directly to their base classrooms / form tutor rooms on arrival to school.

To minimise the risk of congestion, boarders' departure from the dormitory areas will be on a dorm-by-dorm basis and this will be overseen by the boarding staff.

Each year group is required to enter and exit the school buildings through a designated entrance and exit point, reserved for specific year groups. Students at school are required to observe physical distancing at all times. Entry and exit times are times when extra care will be needed to maintain distancing. Many staircases and corridors will have a one-way system in place.

As campus space is now more limited, parents are requested to refrain from driving into the school campus. Please drop off and collect your Villiers students at the school gates. It is important that students observe physical distancing at the school gates. Vehicular entry to the school campus is strictly restricted to staff members only. Parents of students who drive themselves to school must contact the school office prior to term beginning to ascertain if a parking space will be available. Parking spaces cannot be guaranteed and staff parking will be prioritised.

Day students who do not have prior authorisation to remain on campus to attend supervised study or extracurricular activities must leave school as soon as their day has finished.

Classroom Allocation and Entrance and Exit Doors

- Students in Forms I, II, III have designated base classrooms.
- Students in Forms IV, V and VI have classes in designated year-specific zoned areas.

See table below:

Room		Class	Entrance and Exit Doors
1	Zone A	VI P	Doors near Rm 3/4
2		VI Q	Doors near Rm 3/4
3		VI M	Doors near Rm 3/4
4		VI N	Doors near Rm 3/4
11A		VI T	Front Door
5	Zone B	III P	Doors near Rm 5/6
6		III Q	Doors near Rm 5/6
7		III M	Doors near Rm 5/6
8		III N	Doors near Rm 5/6
12	Zone C	I Q	Directly to Room from courtyard
13		I M	Door near Room 12/13
15		I P	Directly to Room from courtyard
35		I N	Directly to Room from courtyard
25	Zone D	V N	Internal Stairs to Science Block LHS
26		V Q	Internal Stairs to Science Block LHS
32		V M	Directly to Room
33		V P	Directly to Room
34		V T	Directly to Room
19	Zone E	IV P	Internal Stairs to Science Block LHS
22		IV Q	Internal Stairs to Science Block LHS
23		IV M	Internal Stairs to Science Block LHS
27		IV N	Directly to Room
Lecture Hall		IV T	Directly to Room from Courtyard
28	Zone F	II P	Directly to Room
29		II Q	Directly to Room
30		II M	Directly to Room
31		II N	Directly to Room

Bathrooms have been assigned to each year group close to their base classrooms or within their year zone.

These measures are in place to minimise contact and interaction between year groups. Students will generally remain in these rooms or zones, except when they are timetabled to be in a specialist room such as the Home Economics room, Art Room, any Science laboratory, Music Room, ICT suite, Technology and Construction Room, etc.

Students in Forms I, II and III will have assigned seats in their classrooms. Tables will be laid out to ensure 1 metre distancing between students. Students are requested not to change seats or move tables.

Students in Forms IV, V and VI will change room, within their designated zone wherever possible, on several occasions each day. At the end of each class they will be required to wipe down their work area and seat, at the teacher's direction, and using sanitising spray and wipes provided.

Our housekeeping staff have a thorough cleaning scheme in place for our specialist rooms and additionally students will be required to wipe down their work area, seats and equipment at the teacher's direction, and using sanitising spray and wipes.

Book Lockers

To maintain physical distancing, we have reduced the number of lockers being allocated to students. Book lockers will only be allocated to students in Forms III, V and VI and to all boarding and day boarding students. Form III students are requested to access their lockers using the exterior door by Room 5 and 6, Form VI students are requested to access their lockers using the exterior door by Rooms 3 and 4. Form V students are requested to use the front door of the school to access their lockers (this does not apply to students whose locker is located by the sports hall, music room or construction room).

Under exceptional circumstances, a small number of other students will be assigned lockers on a case-by-case basis. We request that students do not change their locker assignment without authorisation, as lockers are assigned by year group.

Storage boxes have been provided in base classrooms for students in Forms I and II.

Transition Year students are not required to purchase a large amount of textbooks and therefore, we request that TY students use a small personal backpack to store their books and materials.

Teaching and Learning

Many teachers may request that students upload assignments and homework digitally, instead of collecting work on paper.

Parent Teacher Meetings and Parent Evenings will take place as indicated on the school calendar; however, these will continue to be remote meetings on MS Teams until further guidance is issued.

PE

All students are required to take part in PE classes, except in very exceptional circumstances.

Limited access to changing rooms will be facilitated for students in Forms I, II and III, as well as Leaving Certificate P.E. students in Forms V and VI. Showers will not be available. P.E. teachers will advise students on the logistics of this.

It will not be possible to facilitate safe, physically distanced changing room access for students in Form IV, V, and VI before or after general P.E. classes, as these students will have whole year group P.E. classes. Students in these classes only are permitted to come to school wearing their school PE uniform on their scheduled P.E. day.

Please note that Villiers P.E. uniform or sports clothes in school colours, i.e., red and navy blue, must be worn, other colours will not be permitted. Failure to adhere to this policy will result in sanctions.

After School Sports and Clubs

Extra-curricular activities are of fundamental importance to us in Villiers. Extra-curricular activities will take place where possible, in a physically distanced manner and in accordance with public health advice.

Outdoor sports training, adhering to the sport specific protocols will take place in accordance with public health advice, however, we do not plan to take part in any inter schools matches in the immediate future.

Limited access to changing rooms will be facilitated for students participating in authorised extracurricular activities. Access to changing rooms will only be available with prior authorisation and subject to limitations.

A limited number of outdoor activities outside of the school campus, which support and complement the Transition Year curriculum, will be possible this year for Transition Year students only. This may include short bus trips, which will adhere to all current physical distancing guidelines for travelling by bus. Unfortunately, bus trips will not be permitted for any other year group, for the time being. This will be reviewed as guidelines change.

Break Times and Lunch Times

In order to maintain social distancing and to ensure safety in our School Cafés and Dining Hall we will continue with staggered lunch and break times as follows:

Students in Forms II, III and V will have break time from 10.20 am – 10.35 am

Students in Forms II, III and V will have lunch time from 12.35 pm – 1.10 pm

Students in Forms I, IV and VI will have break time as usual from 11.00 am – 11.15 am

Students in Forms I, IV and VI will have lunch time as usual from 1.15 pm – 1.50 pm

Students are asked to remember that classes will be continuing while they are having their break and lunch times each day. While we want all students to take their breaks and,

weather permitting, go outside in a physically distanced manner, students must be careful not to inadvertently interrupt classes continuing for other groups.

When weather permits, students will be expected and encouraged to take their lunch outdoors. In the case of adverse weather conditions, students will be permitted to eat lunch in their zoned or base classrooms or other designated areas. Seating in corridors or cafés is not permitted.

The dining hall is restricted to boarders and day boarders only.

Face Masks

Students and staff are required to wear face coverings where two metre distancing cannot be maintained. Face visors are only suitable in exceptional circumstances and/or on medical advice.

In Villiers, face coverings will be worn in the vast majority of situations in the day school and in almost all classes and during afternoon study, and in prep.

Current HSE guidance to schools on the wearing of face masks is as follows:

- It is recommended that teachers, staff and students attending secondary schools wear a face-covering when a physical distance of 2 metres from other staff or students cannot be maintained.
- In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.
- All children on the post primary school transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by :

- Any person with a breathing difficulty.
- Any person who is unconscious or incapacitated.
- Any person who is unable to remove the face covering without assistance.
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All students are required to bring their own supply of appropriate face masks in a zip lock plastic bag and, if reusable, are asked to wash them daily. Boarders will need an adequate supply. Disposable masks may also be worn. The school will have an emergency supply of facemasks should these be required, the cost of which will be added to the fee statement.

Dining Hall

The Dining Hall continues to be reserved for the use of boarders and day boarders only. Arrangements continue to be in place for physically distanced queueing, for tidying up and for sanitising after all mealtimes.

Breakfast will be available from the earlier time of 7.45 am. Students who choose to eat breakfast early are requested to sanitise their table after use, so that another student can use it safely. Form VI boarders will take their breakfast in the Old Library. All other students will have breakfast in the Dining Hall.

Lunch will be served at 12.35 pm and 1.15 pm. Boarders and day boarders will have lunch in the Dining Hall, with a physically distanced seating arrangement. Please pay attention to one way systems in operation in the dining hall.

Other students who have opted for school lunches will have the same hot lunch, as a takeaway, which will be available to pick up in the covered courtyard area. Please note, this will also operate on a one-way system.

There are a significant number of picnic benches throughout the school campus for use when weather permits. Students must remember physical distancing during lunch times. Picnic tables can accommodate a maximum of four students each. Base and zoned classrooms, and other designated rooms, will be available for students to eat in as needed during times of inclement weather.

Dinner will be staggered. The first dinner sitting will be at 5.20 pm for students in Forms III, V and VI. Students in Forms I, II and IV will have dinner at 6.00 pm.

School Cafés

The school cafés do not accept cash payments. The cafés operate on a fob payment system. Each student will be issued with a fob to which parents may choose to add credit online. Students may use this credit for purchases in the cafés. Café accounts can be topped up online via the Debitrak link on the parent page of our school website.

Please note, lost or damaged fobs can be replaced through Debitrak, however, there is a fee of €5 for each new fob issued, and students will not be able to purchase anything from the café while awaiting a new fob. Students should be encouraged to keep their fob safe.

The cafés, in general, are not seated, and where possible, food and drinks will be on a take-away basis only.

There are a significant number of picnic benches throughout the school campus for use when weather permits. Students must remember physical distancing during lunch times. Picnic tables can accommodate a maximum of four students each. Base and zoned

classrooms will be available for students to eat in as needed during times of inclement weather.

Visitor Access the School

Due to ongoing restrictions on visitors to schools, we are unable to accept parents or visitors for walk-in. The window in Reception has been modified to include a drop off hatch. Interaction between parents and school should be via email and phone wherever possible. In the rare circumstances where visiting the school in person is essential, an appointment must be made in advance and a contact tracing form completed.

Students Displaying Symptoms of Covid-19

Students should not, under any circumstances, be sent to school if they are displaying any of the symptoms of Covid-19. The current public health advice is that unvaccinated students should also not come to school if any member of their household is displaying symptoms of Covid-19. (This also applies to unvaccinated staff members.)

If a student or staff member has been advised by the HSE to remain home and/or isolate and/or restrict their movement for Covid-19 related reasons, it is essential for the safety of our school community that this advice is adhered to. Please do not come to school if you have been advised to remain home / isolate / restrict movement.

If a student or staff member has been referred to the HSE to have a Covid-19 test, they should remain home until the results of this test have been received showing that Covid-19 has not been detected, or in the case of a test result indicating Covid-19, until their recovery, and for a minimum of 10 days from detection.

Students and staff are also advised to adhere to any travel-related restrictions and requirements to test / isolate / restrict movement.

If a student comes to surgery with any possible symptoms of Covid-19 she/he will be isolated immediately. The nurse will phone parents / guardians requesting immediate collection. Failure to comply will be putting everyone else on campus at risk. If a parent is not available to collect, another adult will need to be available to collect the student immediately.

It is important that boarding students are kept home if they are complaining of Covid like symptoms on Sunday night or Monday morning. This is to protect the health of the boarding community.

Everything possible is being done in Villiers to keep students and staff healthy and well, but no amount of effort on our part will work if families do not work with us.

It is important that all families, staff and students know and recognise the symptoms of Covid-19. They are as follows:

- High temperature

- A new cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste, or distortion of smell, taste

This document is subject to regular review. All updates will be notified to parents.
V4 27th August 2021